



Request for City Council Committee Action from the Department of Human Resources

Date: October 21, 2013

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director Strategic Employment

640 points/Grade 14 (\$99,308- \$109,761)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Director Strategic Employment; 640 points/Grade 14
The position is FLSA – Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective October 23, 2013, as follows:

Step A	Step B	Step C	Step D
\$99,308	\$104,534	\$107,670	\$109,761

Prepared or Submitted by: Pamela Nelms, CCP, SPHR

Human Resources Senior Consultant/Compensation; 673-3344

Approved by: _____

Patience Ferguson
Director of Human Resources

Paul Aasen
City Coordinator

Presenters in Committee: Pamela Nelms. CCP, SPHR
Human Resources Senior Consultant

Financial Impact (Check those that apply)

☒ No financial impact (If checked, go directly to Background/Supporting Information).

☐ Action requires an appropriation increase to the ☐ Capital Budget or ☐ Operating Budget.

☐ Action provides increased revenue for appropriation increase.

☐ Action requires use of contingency or reserves.

☐ Business Plan: ☐ Action is within the plan. ☐ Action requires a change to plan.

☐ Other financial impact (Explain):

☐ Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Rybak:

This is a request to re-title and re-focus the existing Director Employment Services/Diversity and Workforce Strategies position which is vacant and obsolete. The proposed position will be responsible for directing the talent and organization development programs and services for the City of Minneapolis. It will oversee a team that will effectively design, develop implement and evaluate programs and tools to deliver solutions for increasing individual and business unit performance across the enterprise. The position will be responsible for the oversight of learning and development, performance management, employee engagement, and succession planning, to strengthen a performance-based culture that aligns with the strategic goals of the organization. The position has been evaluated at 640 points and is FLSA-Exempt.

The duties proposed for the position include but are not limited to:

Strategic Planning: In partnership with the Director of Human Resources, City and HR leadership:

- Participate in setting HR strategic direction
- Analyze, assist and advise on the organizational strategic employment plan
- Drive a comprehensive people management agenda
- Create a performance-based culture

Strategic Employment

- Develop and implement a city-wide strategic employment strategy that supports effective human resource service delivery
- Identify and reinforce the core competencies required for excellent performance for job groups and positions across the City
- Establish succession planning strategies for identifying, developing, and promoting high-potential and high-performing staff.

Recruitment, Retention and Onboarding:

- Develop and lead an organization-wide strategy for recruiting and onboarding a diverse, high quality workforce
- Set standards and implement effective processes for hiring and promoting employees.
- Build a strong employment brand with internal and external audiences to enhance recruiting and sourcing of prospective applicants; oversee the testing, staffing and selection processes to assure job relatedness and freedom from adverse impact.
- Consult with department and hiring managers to achieve Affirmative Action goals and support internal policies and procedures.

Learning and Career Development:

- Assist in the planning, implementation and resource development for enterprise training; work with the director of human resources and city leadership in the design and delivery of effective learning and development, including leadership development.
- Oversee the development and delivery of specialized development opportunities for current and prospective managers and supervisors.
- Assist in the development of standards, processes and systems to ensure that all learning and development programs are linked to and aligned with organizational competency models

Manage and direct the Strategic Employment division by performing the following responsibilities:

- Hire, develop and retain a highly competent staff that will assist in the delivery of Strategic Employment services.
- Manage the work and supervise employees within the Strategic Employment Division.

General HR Administration:

- Direct and execute other day-to-day operational HR functions including Job Bank and compliance with relevant federal and state laws and regulations, City ordinances, Civil Service Rules and collective bargaining agreements.

The position will function at high level and supervise over twenty staff and several important Human Resource Department functions.

Below is a summary of the study conducted to ensure proper evaluation of the position.

Factor	Points	Analysis
Pre-requisite Knowledge	75	The position will require a Bachelor's Degree in Learning & Development, Human Resources Management, , Industrial Relations, Organizational Development or a closely related field, and eight years of progressive experience in human resource development and at least four years of experience in performance management, employee engagement, career/mobility/development, succession planning, talent and professional development, or an equivalent.
Decisions and Actions	70	Jobs at this level make decisions and take action on complex and unusual problems. Work is of considerable variety and complexity, usually involving all phases of a major function. Matters dealt with are broad in scope with complex and unusual problems. Work is done under general supervision in accordance with broadly stated policies or principles. Most work is of an advanced nature and calls for the exercise of independent judgment. Jobs at this level may manage mid-sized departments or a branch or sub-function of a large or major department with significant impact on the efficiency of City Government.
Supervisory Responsibility	25	The job will supervise two Human Resource Principal Consultant positions, and eight HR Generalist positions and related staff, for over a total of 27 staff.
Relationships Responsibility	70	The position will work closely with the Director, Human Resources, Human Resources Division Directors and City Department Heads and their direct reports for the initiation and coordination of strategic employment-related human resources services. Positions at this level frequently deal with sensitive and important matters that require considerable tact and diplomacy. Issues dealt with are of broad or City-wide impact where achieving objectives requires considerable persuasion, where cooperation is essential, and issues can be controversial.
Working Conditions	20	The working conditions are the same as related administrator positions in the City that work in an office environment.
Effort	65	At this level the job is a manager with wide ranging responsibilities that require considerable mental effort. These jobs are responsible for planning, organizing and managing complex areas, dealing with setting priorities, and ensuring compliance with City goals and objectives. There is pressure to meet expectations and pressures driven by budget, project related deadlines, responsiveness to elected officials, and other constituencies, and in making recommendations to higher-level managers and officials.

Attached: Classification Report